LOCAL GOVERNMENT SERVICES DIVISION

Assessment Bulletin

Bulletin No. 04-01

Key dates

February 28:
The statutory date by which municipalities are to complete their annual assessment rolls.

April 1:
The statutory date by which municipalities are to report their annual assessment data to Alberta Municipal Affairs.

ASSET News

The following is provided to help municipal chief administrative officers (CAOs) and designated assessors prepare for the implementation of the ASSET (Assessment Shared Services Environment) system.

For detailed information on preparing your property assessment data for the ASSET process, please consult the *Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual*. The manual is available on the Alberta Municipal Affairs' website at http://www3.gov.ab.ca/ma/as/pdf/RnR.pdf

- Has your assessment computer system been upgraded to meet the ASSET requirements? Is your assessor fully aware of the assessment reporting requirements?

  The type of assessment data to be submitted to Alberta Municipal Affairs has not changed substantially from previous years. However, this data will need to be provided in a new standard form and format.

- Can your municipality's financial/tax system exchange information on property assessments and the corresponding tax liability codes with your assessment system?

  Financial system-providers have been informed of the liability coding requirements by Alberta Municipal Affairs.

- Is the tax liability data on the financial/tax system up-to-date for each property? Has this data been provided to your assessor?

  Most financial/tax systems are now able to transfer a file containing the municipality's tax liability data to the assessment system. Some smaller municipalities may have to arrange to have the tax liability data entered manually into the assessment system.

An automated reporting process

The basic procedures used by municipalities to prepare property assessments and assessment rolls will not be affected by the implementation of the ASSET system. Rather, ASSET is the new automated process to be used for the annual information-*reporting* step of the assessment process.

The assessor should be familiar with the data and be able to assist the municipality in completing this process, and validate the data as it is transferred from the financial/tax system.

- Has your municipality's property sales data been verified?

  Each year, the assessor collects, verifies and reports information on property sales that have occurred in the municipality. For the 2004 tax year, the assessor needs to verify data on property sales that have occurred up to June 30, 2003.

- If your municipality is using *milenet* to make the ASSET submission, have you designated in writing the names of the individuals who will be permitted access to the ASSET system? Has your municipality's *milenet* stakeholder administrator assigned *milenet* access privileges to these individuals and have they been provided with a copy of the *milenet* Master Agreement?

  ASSET users are typically the municipality's CAO, appointed assessor and assessor assistants (municipal or contract), chief financial officer, and tax clerks.

Note:
The ASSET system is currently set up to receive test loads of 2002 assessment year/2003 tax year data until February 15. ASSET will be ready to receive 2003 assessment year/2004 tax year data from municipalities on February 16.

Municipalities that are now ready and wish to submit their 2003 assessment year/2004 tax year data into ASSET can be accommodated. Please contact an ASSET team member (see list of team members below) so that the appropriate settings can be established on the system for your municipality.

For funding and process details, please see the bulletins distributed in December by the Equalized Assessment Panel Technical Committee (Bulletins 03-04, 03-05 and 03-06).

The bulletins are also posted on the Alberta Municipal Affairs Web site.

A reminder

Municipalities that successfully submit their 2003 assessment year/2004 tax year data through the ASSET process by April 1 will be eligible for funding of $1 per parcel up to a maximum of $150,000, and a minimum level of $500.

To meet the April 1 timeline, please allow time to resolve any difficulties in loading your assessment data into the ASSET system.

Alberta Municipal Affairs suggests that the municipalities using *milenet* begin to load their data into ASSET by the first week of March. For municipalities that choose not to use *milenet*, please provide data to the Assessment Services Branch for loading into ASSET on or before the first week in March.

Have a specific question? Need additional help?

The ASSET team members are dedicated to helping you address any questions or difficulties related to the implementation of the ASSET system. Send us an e-mail, or call us toll free by dialling 310-0000 first (or #310 if you are calling from a cell phone), then dial the number of the person you wish to reach.

ASSET Team members (and areas of inquiry)

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Further information

Alberta Municipal Affairs' Web site
www3.gov.ab.ca/ma

For *milenet* help, please contact your municipality's *milenet* stakeholder administrator.

For questions related to your municipal financial system or assessor's system, please contact the providers of those computer systems.